11 March 1977

STATINTL

NOTE FOR: ███████████

SUBJECT : Notebooks for DDA Management Conference

Bill:

The following items should be included in the notebooks you are putting together for the DDA Management Conference:

1. Agenda for DDA Management Conference ✓ Copy attached

2. SEMP Pamphlet ✓ Copy attached

3. DDA Division Chiefs' Conference Report ✓ Copy attached

   Copies of this have been distributed to all the OD's by the Division Chiefs Conference Steering Group. Copies also have been given to ███████████   STATINTL

STATINTL ███████████

   The OD's are to return their copies to you by 16 March so they can be inserted in the notebooks.

4. DDA Division Chiefs' Conference Recommendations ✓ Copy attached
   for Agenda Items for DDA Management Conference

STATINTL
STATINTL
5. DDA memo, dated 7 March 1977, Subject: DDA Division ✓ Copy attached
   Chiefs' Conference

6. ████████████ Harry Fitzwater, ████████████   STATINTL
   ████████████ 11 be sending you material
   by Tuesday, 15 March. I have asked them to give
   you 18 copies of everything.

████████████   STATINTL

Attachments

Next 2 Page(s) In Document Exempt
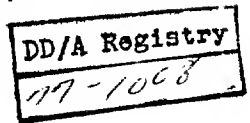
DDA Management Conference Agenda Items

What can be done to obtain faster response to
position classification requirements? As of this date,
none of the comprehensive position surveys of the Office
of Logistics' components, begun in February 1975, has
been completed. Consequently, managers cannot be sure
of projected headroom for assignments and promotions,
and persons in surveyed positions are unsettled by fears
of possible downgrading of positions. The causes for the
long leadtime for surveys have been numerous but seem to
stem largely from Position Management and Compensation
Division (PMCD), OP, being diverted to more urgent require-
ments.

Should the various DDA offices be granted additional
Development Complement or staff positions for manpower
losses when high potential personnel are diverted in
increasing numbers to junior MG career positions?

DD/A Registry
77-0969

ODP 303-77

15 FEB 1977

MEMORANDUM FOR: Executive Officer, DDA

STATINTL

FROM   :

Chief, Management Staff, ODP

SUBJECT   : DDA Management Conference

STATINTL

STATINTL

ODP suggests the following topics as agenda items for the DDA Office Heads Conference to be held ███████ 18-20 March 1977.

- ° Minority Hiring Policies. The attachment discusses minority hiring policies and raises some questions. Answers to the questions could be developed during the conference.

- ° The Director of Data Processing presented an Overview of ADP Within the Agency to the EAG. This overview could be presented to the conference attendees by D/ODP.

- ° Zero Base Budgeting. If the concepts of ZBB as they will apply within the Agency are sufficiently developed, then a presentation on ZBB is recommended.

- ° DDA Planning Team Conferences. Have they met their objectives? What has been accomplished? What is expected to be accomplished during the next year? Are they worth the manpower investment?

STATINTL

Attachment

Distribution:
Orig & 1 - Addressee
        1 - C/MS/ODP
        1 - D/ODP
        1 - ODP Registry
        2 - O/D/ODP

ODP 303-77

STATINTL

MEMORANDUM FOR: Executive Officer, DDA

STATINTL FROM   : _____
                        Chief, Management Staff, ODP

          SUBJECT   : DDA Management Conference

STATINTL

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STATINTL

Attachment

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     1 - ODP Registry
     2 - O/D/ODP

ODP 492-77
8 FEB 1977

MEMORANDUM FOR: Director of Personnel

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Minority Hiring Policies

1. From recent minority applicant files forwarded
to us by Mr. Jones we have identified several individuals
who are well qualified and attractive candidates for our
applications and systems programming groups. At the
present time we do not have any staff vacancies in these
groups. Furthermore, it is our practice to look to our
co-op program as the main source of junior level personnel
for EOD. We feel that these people have had the opportunity
to clearly demonstrate their talent during their co-op
years and there is a minimum risk in bringing them on-board
as full-time staff employees. Also, we feel we have some
obligation to offer them a job when they graduate from
school if their performance with us has been satisfactory.
We presently have a number of such well qualified individuals
waiting for staff openings to occur so they can be brought
on board. These individuals represent a considerable
investment in time, training and money on the part of ODP.

2. It is my understanding from conversations with
the DDA and ADDA that DDA offices will not be penalized
for going overstrength to hire exceptionally well-qualified
minority applicants so long as there is a reasonable ex-
pectation that a position will become available for that
person during the following fiscal year. As indicated in
paragraph 1 above we have identified several well qualified
minority applicants and we would like to hire them under
this policy. Such an action would help us in meeting our
backlog of work and, perhaps, reduce our dependence on
contractor personnel. However, if in doing so we foreclose
the opportunity to bring junior level people into the
staff from the co-op program, I believe this will destroy
the usefulness of the co-op program. I have instructed

my staff to seek minority candidates for entry into our
co-op program but the results of this effort will not be
felt in our permanent staff for several years. In addition,
I am wondering whether personnel hired under this "authorized
overstrength policy" can be carried on a separate set of
books so as not to adversely affect the ODP average grade
and promotional headroom. Because, if application of this
policy would result in well-deserving ODP people not being
promoted because of a lack of headroom I do not feel it is
in the best interests of the MS Career Service.

3. In view of the questions raised above, it would
be helpful if you could clarify the manner in which this
program will be administered particularly as it affects
average grade, headroom and the entry of junior-level
people.

STATINTL

Clifford D. May, Jr.

cc: DDA/EEO Officer

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STATINTL   ODP Admin/███████kgc:(4 Feb 77)

DDA CONFERENCE - *1977*

18 March

1530	Depart Headquarters	
STATINTL 1600	████████████	
STATINTL 1700-1800	Social Hour	
STATINTL 1800	Dinner ██████	
2000-2030	Conference Introduction	Mr. Blake STATINTL
2030-2100	Terrorism	████████████ STATINTL

19 March

0700-0830	Breakfast	STATINTL
0830-0915	Positive Indicators	████████
0915-1015	Presentational Means	Mr. Fitzwater STATINTL
1015-1030	Break	████████
1030-1200	Division Chiefs Conference Matters	STATINTL
1200-1330	Lunch	Mr. Malanick &
1330-1630	Personnel Matters (Briefing and Discussion)	████████

    a. EEO Statistics/Minority Hiring

    b. DDA Personnel Panel (Value and Future)

    c. Senior Rotation Program

    d. Administrative Trainee Program

    e. SEMP

1630-1800	Free Time	
STATINTL 1800-1930	Dinner - ████████	
1930-2100	IC Staff	

20 March

0700-0900   Breakfast

0900-1000   Shotgun Topics

        a.   State of Directorate Address

        b.   EXCHANGE (Evaluation After 1 Year)

        c.   Managed Surplus

        d. ~~SEMP / Pamphlet.~~

        e.   DDA Planning Team Conferences
           (Accomplishments, Value)

1000-1100   State of the Office   Office Directors
                                                  (5-10 Min. Each)

1100-1130

1130-1200   Wrap Up

1200-1330   Lunch

STATINTL 1330   Depart ███████

STATINTL 1430   ███████████████████████

22 February 1977

Bob:

Re the Conference--

    I have listed below a few topics which come to our attention
from time to time. These have been discussed at the earlier
conferences, so inclusion this year would only be a status report
or update. There have been developments but nothing startling.
It would depend on Jack's objectives for the conference-   STATINTL

STATINTL

Housing overseas - still our biggest problem, we have some new
ideas for EUR Division,

██

Terrorism - We should have the new manual in the print shop by
the time of the conference - there has been some progress but
it has been slow and methodical.

Bruce

2 2 FEB 1977

MEMORANDUM FOR: Executive Officer/DDA

STATINTL   FROM   : ███████████████████
                              Deputy Director of Security
                              Policy and Management

SUBJECT   : DDA Management Conference

REFERENCE   : DDA Memorandum to Multiple Addressees
                  dated 11 February 1977, same subject
                  (DDA 77-0789)

    In accordance with reference request the Office of
Security submits the following topics which we would like
to have considered as agenda items during the 18-20 March
1977 DDA Management Conference:

    a. Letter of Instruction

    This management tool has been met with mixed
emotions in the Directorate and it might be worthy of
further discussion as to its worth and practicality.

    b. Positive Indicators

    Is the Directorate any nearer to its goal
in selecting positive indicators for each office? If so,
can we share experiences so we can come up with a formula
that may be applied? How does the DDA intend to apply
the positive indicators that have already been identified?

    c. Category Ratings

    We suggest that there be an evaluation of
the category rating system and that the attendees at the
Management Conference specifically consider the ambiguities
of Category III.

OS 7 0662-A

d. DDA Planning Team

We would appreciate a briefing on the results
to date achieved by the DDA Planning Team as well as a
preview of how this mechanism will be used in the future.

STATINTL

OTR 77-7136
22 February 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM   : Harry E. Fitzwater
                 Director of Training

SUBJECT   : Agenda for Forthcoming DDA Conference

REFERENCE   : Memorandum from DDA to DDA Office Directors,
                 Same Subject, dated 11 February 1977

    The Office of Training would like to see the following
two items placed on subject agenda:

    a. DDA Topics for Treatment by the Center for the
        Study of Intelligence.

        The Center has engaged in seminars and study projects
        focused mainly on two of the four Directorates. Very
        little of its work has been directly responsive to
        specific DDA problems and issues. A discussion of
        possible DDA subjects for the Center would probably
        result in several worthwhile projects coming to
        light.

    b. Implementation of the SEMP Program.

        The DTR would like to discuss the implementation of
        the SEMP Program. In view of the number and variety
        of requests which are coming in for training under
        the Program and the accompanying costs, he would like
        the DDA to make a policy statement on the Program in   25X1A
        terms of its economic impact on the Directorates.

                                    Harry E. Fitzwater

DDA 77-1020

23 February 1977

STATINTL

MEMORANDUM FOR: ████████████████

        CMO/DDA

STATINTL

FROM   : ████████████████
        Executive Officer, DDA

SUBJECT   : Topic for Discussion at DDA Management
              Conference

      Coverage of EEO statistics, recruitment and hiring,
with a look at women, will be discussed at the Conference.
I thought it might be helpful to you to include a topic
proposed by ODP on minority hiring policies (excerpted)
below), including a paper which Danny May sent to the
Director of Personnel on 8 February 1977.

      "Minority Hiring Policies. The attachment dis-
      cusses minority hiring policies and raises some
      questions. Answers to the questions could be
      developed during the conference."

STATINTL

Attachment

STATINTL

EO/DDA/████████ lm (23 Feb 77)

Distribution:
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    1 - DDA Chrono
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8 FEB 1977

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Director of Data Processing

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BEST COPY

Available

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cc: DDA/EEO Officer

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STATINTL   ODP Admin/   kgc:(4 Feb 77)

DDA 77-0964

SUGGESTED TOPICS FOR
DDA OFFICE HEADS' CONFERENCE
March 1977

I. Consideration of how well recent rotational
assignments within the DDA are working out.
Worthwhile to the gaining component?
Meaningful to the officer concerned? Any
special planning for assignment, senior
school, etc., for these individuals when
their tour is up?

II. Briefing on zero-base budgeting.

III. Perceptions of Office Heads concerning
the Minority Employment Coordinator
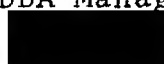Program within the DDA.

STATINTL

[REDACTED]

Executive Officer, DDA

DDA 77-1869

4 April 1977

Dr. Jack Pfeiffer
DDA History Staff
203 Key Building

STATINTL

Attached for retention
is a photo of the attendees
to the DDA Management Con-
ference [REDACTED] 18-20 March STATINTL
1977.

[REDACTED]

Attachment

EO/DDA/[REDACTED] 1m (4 Apr 77)
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   1 RS - DDA Chrono
   1 RS - RFZ Chrono

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Attachment: Photo

STATINTL

███████████████
Executive Officer, DDA

STATINTL

STATINTL
███████████████
Admin Officer
███████████████

DDA 77-1869

4 April 1977

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is a photo of the attendees
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ference ████████ 18-20 MaSTATINTL
1977.

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███████████████

Attachment

EO/DDA,████████ 1m (4 ApSTATINTL
Distribution:
   Orig RS - Addressee w/att
   1 RS - DDA Subject
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Attachment: Photo

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